



Arrivals and Departures Policy - Grange Schools

TJ's Club (Hampshire) Ltd recognises that the safe arrival and departure of the children in our care is paramount. All children will enter through the external door direct into the TJ's room.

Club staff will ensure that an accurate record is kept of all children in the Club, and that any arrivals or departures are recorded on our online register via the use of a laptop which is out at every session. In addition, we conduct regular headcounts during the session.

Escorting children to class at the end of Breakfast Club

- At approximately 8.45am, children will be dismissed as follows;
 - Infant children - One member of staff will escort the children direct to their classrooms.
 - Junior school children - One member of staff will take all Junior children to the Junior school and wait with them until they have all been admitted into the school grounds.
- Once the children are in their classrooms they are considered to be entrusted into the school's care.

Escorting children from class at the end of school to After School Club

- From 3.05pm staff members will be in the TJ's Club room;
 - School staff will deliver Year R children from their classrooms as they pass our room on their way to the playground,
 - One member of staff will meet all Junior School children at the Junior school gate, and will then escort them into the school hall of the Infant School, after letting the school know who is attending so that an announcement can be made via the school tannoy system.
- If a child is booked into the Club but does not arrive, we will check with school staff if the child was present at school that day. If the whereabouts of the child is not known, TJ's staff will immediately inform school office staff and the child's parents or carers, and follow the procedures laid out in the **Missing Child** policy.

Arrivals

- Our staff will greet each child warmly on their arrival at the Club and will ensure they are signed in on the laptop using our online register.

Departures

- Staff will sign children out on our online register on the laptop.
- Children can only be collected by an adult who has been authorised to collect them on their registration details.
- On occasions, and with written consent, we will allow older children to walk home on their own leaving Club at a time agreed with their parents. We request that parents inform us by text that their child has arrived home safely.
- The child's parents or carers must inform the Club in advance if someone who is not listed in the registration information is to collect the child. Club staff will contact the main parent or carer for confirmation if they have any concerns regarding departures.
- The parent or carer must notify the Club if they will be late collecting their child. If the Club is not informed, the **Uncollected Children** policy will be followed.

Absences

- If a child is going to be absent from a session, parents must notify the Club in advance.
- If a child is absent without explanation, staff will contact the parents or carers and the school to check where the child should be. If there is no explanation for the absence the Club will activate the **Missing Child** procedure.
- The Club will try to discover the causes of prolonged and unexplained absences. Regular absences could indicate that a child or their family might need additional support.

This policy was adopted by: TJ's Club (Hampshire) Ltd	Date: October 2023
Signed: J Little	To be reviewed: October 2024

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2023): Safeguarding and Welfare Requirements: Safety and suitability of premises, environment and equipment [3.55, 3.58]; and Information and records [3.69]*